



Toronto Kiwanis  
Boys & Girls Clubs

# SEEN Collaborative Project Manager

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## Title

SEEN Collaborative Project Manager

## Reports To

Manager Youth Services & SEEN Collaborative

## Summary

The Supporting the East End Neighbourhoods (SEEN) Collaborative is a group of six agencies working together to strengthen the quality and responsiveness of services for youth in conflict with the law. Funded through the Youth Opportunities Fund through a five-year grant (currently in its second year), the collaborative is working to develop a framework for communities to better support these young people through connecting them to services that decrease known risk factors for recidivism, and increase their potential, specifically in the neighbourhoods of Regent Park, Moss Park, the Esplanade, St. James Town, and Rivertowne.

The collaborative is made up of the following partners (in alphabetical order):

- Central Neighbourhood House
- Dixon Hall
- Peacebuilders
- Regent Park Community Health Centre
- Toronto Kiwanis Boys & Girls Club
- Yonge Street Mission

The SEEN Collaborative Project Manager is responsible for the coordination, management and continuity of the SEEN collaborative strategic direction and initiatives, including strengthening relationships and engagement of partner members and stakeholders. The SEEN collaborative is a 5 year strategic collaboration aimed at exploring, analyzing and creating a systems change to support and increase access to programs for youth involved with the justice system. This position is responsible for overseeing all systems and administrative workflows to ensure that the operational goals of the SEEN Program is achieved.

## Core Competencies

- Accountability
- Adaptability
- Communication
- Decision Making
- Leadership
- Networking and Relationship Building
- Planning and Organizing
- Problem Solving
- Resource and Fiscal Management
- Risk Management



## Job Duties

- Develop and strengthen relationships with collaborative partners and external stakeholders
- Work closely with collaborative partners to ensure progress, and that areas of focus are aligned with project milestones and projected outcomes
- Managing and reporting on funding requirements (including the project budget, progress reports, work plans, and evaluation), with contributions from collaborative partners
- Manage key relationships related to the project, including partners, youth justice stakeholders, the funder, and the Students Commission
- Hire, train, and supervise the SEEN Youth Worker
- Organizing, planning, and leading SEEN collaborative partner meetings
- Organize community round tables and information sessions, including outreach and networking, with collaborative partners
- Organize training & professional developments for collaborative partner frontline staff through ongoing feedback and Needs Assessment; evaluation of training activities through participant evaluation and performance monitoring.
- With support from the (Youth worker) and collaborative partners, identify youth involved in the justice system and engage them in consulting on needs and gaps in services for youth
- Manage program activity registration and oversee the maintenance of relevant statistical information related to necessary funding reports and summaries.
- Through ongoing consultation with partner agencies and stakeholders, develop joint recommendations to change policies, procedures, and practices in youth-serving organizations and the larger youth justice system that will serve to improve access to and quality of services for youth
- Develop and implement a youth justice support program at the TKBGC with approval and guidance of the Manager of Youth Services.
- Recommend and implement improvements to Youth programming and justice services in partnership with the Manager of Youth Services.
- Manage SEEN Collaborative communications and promotion, including the development, production and distribution of promotional materials.
- Maintain professional relations with clients, community, and professional and social service groups in the community.
- Evaluate the performance of the collaborative and provide appropriate feedback and action plans.
- Participate in fundraising activities on behalf of individual programs and the Agency, including composing letters and making presentations.
- Maintain involvement in professional field as a whole to support the Agency in interpreting trends and make changes to reflect those trends.
- Act as a positive role model, instilling the Agency's values in children, youth and staff
  
- Monitor phone calls and emails and respond to all inquiries appropriately and within a reasonable amount of time.
- Develop and maintain strong member and community relations, including relations with other professional and social services groups within the community at large.
- Partake in public relations initiatives to maintain and improve upon the image of the Agency.
- Other duties as assigned.

## Requirements



- College degree in Social Work or a related field required and/or University Degree in Social Work, Youth Justice Services or a related field
- A minimum of five (5) years of experience leading and coordinating youth justice programs for youth with experience working with marginalized young people.
- A minimum of two (2) years working on policy development with experience in cross organizational and strategic collaborations preferred.
- Experience facilitating, organizing and leading cross organizational workshops
- Strong analytic understanding of the reasons for youth incarceration, poverty, unemployment and the challenges that children, youth and families face in these contexts.
- Direct experience in navigating multiple systems, including the justice system
- Knowledge of adult learning principles and the ability to deliver engaging and accessible staff professional development
- Direct experience engaging with diverse populations and an ability to apply a culturally responsive lens to all interactions
- Understanding of the impacts of institutional legislation within communities
- Excellent interpersonal, written, and verbal communication skills and a demonstrated ability to collaborate with multiple stakeholders effectively, respectfully, and efficiently with minimal supervision
- Experience in problem-solving for immediate and long-term challenges
- Proven ability to prioritize shifting responsibilities, strong time management skills; leadership abilities
- Ability to shift perspective between the “on the ground” work to the bigger picture
- Ability to work collaboratively within and across teams
- Knowledge of the youth criminal justice system and social services agencies operating in Toronto
- Strong morals and ethics, along with a commitment to confidentiality / privacy.
- Able to work independently and respond to / make decisions in pressing / emergency situations.
- Able to work with young people ages 11 to 24.
- Satisfactory Vulnerable Sector Screening
- Crisis intervention and counseling skills.
- CPR, First Aid and High-Five Principles of Healthy Child Development Certification

## Work Conditions

- Build rapport with criminally involved youth and participate in court visits
- Engage with young people ages 6 to 24, volunteers, coworkers and community.
- Flexible hours may be required including working evenings and weekends
- Exposure to possible disease and infection.
- Additional hours may be required.
- Some travel required.
- Manual dexterity required to use desktop computer and peripherals.
- Ability to attend and conduct presentations, as required.

**Applications are due:** 5 P.M. on **March 4, 2019** . Please send a cover letter and resume in one document to Haneen Azzam, Manager of Youth Services, [hazzam@believeinkids.ca](mailto:hazzam@believeinkids.ca). No phone calls please. The Toronto Kiwanis Boys and Girls Clubs encourage applications from all interested parties regardless of race, religion, ability or sexual orientation. We thank all applicants for applying, however, only those selected for an interview will be contacted. A pre-screening program is in place for all new hires that will include either a group interview or a direct observation with children/youth. The successful candidates must undergo a Criminal Reference Check.